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<b>Purpose</b>	Describe how applicants are contacted when waiting lists are discontinued and how their eligibility is determined
<b>Discontinuation of Waiting Lists</b>	Discontinuation of waiting lists will be the decision of the State Agency. The decision will be based on the availability of funds. Written notification will be provided to the Local Agencies with instruction as to the date to discontinue lists.
<b>Contacting Persons On The Waiting List</b>	<p>With the discontinuation of a waiting list, applicants on the list are to be contacted in the following manner.</p> <ol style="list-style-type: none"><li>1. Print out the most current waiting list for your agency.</li><li>2. Contact the first person list of the highest priority and proceed down to the lowest priority. Notification of applicants may be either in writing or verbal. Documentation of notification must be as follows: date, notice given and initials of notifier. This information can be placed directly on the waiting list.</li><li>3. If an attempt is made to contact an applicant by phone and the individual cannot be reached, a follow-up letter must be sent to notify the applicant to complete the screening process. Retain a copy of the letter in the participant's chart.</li><li>4. When contacting the applicant either by phone or letter, explain to them that they are being contacted due to the availability of additional funds, which will allow the completion of screening to determine eligibility. It should be made clear to the applicant that this is only the completion of screening and does not mean that they will automatically be put on the program.</li><li>5. If an applicant does not respond to the notification after 15 days his name can be crossed off the waiting list. If an appointment is made for an applicant and they do not keep the appointment or reschedule an appointment, or contact the agency within 15 days from the date of the missed appointment, their name can be crossed off the waiting list.</li></ol>

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**Contacting Persons  
On The Waiting List**

If an applicant is no longer categorically eligible when removed from the waiting list (i.e. child is 5) they should be notified in writing that they are being removed from the waiting list due to categorical ineligibility. Use the Ineligibility Letter for WIC/CSFP, and document it was given/sent on the Certification Signature Form.

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**Screening Applicants  
Removed From The  
Waiting List**

Applicants removed from the waiting list and responding to the notification of their removal from the list shall complete screening necessary to determine eligibility.

- ◆ Take medical data (i.e. height, weight, hemoglobin) if not taken at the time the applicant was placed on the waiting list, take again if it is older than sixty days, or if it does not reflect the applicant's current category.
- ◆ An assessment should be completed on each applicant when they are removed from the waiting list, if one had not been taken at the time the applicant was placed on the waiting list or if the assessment is older than 60 days.
- ◆ Income data must be checked again if older than six months.

Once an applicant has completed the screening visit and has been determined eligible or ineligible, his/her name may be removed from the waiting list.

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